

MINUTES

REGULAR MEETING

OCTOBER 17, 2012

A Regular Meeting of the Gloucester Township Housing Authority was held on October 17, 2012 at the Community Center located at Gloucester Township Senior Campus I, Gloucester Township, New Jersey.

Opening statements were made by Board Chair Carlamere.

The meeting was called to order by Board Chair Carlamere at 7:02 p.m. A roll call for attendance was taken:

COMMISSIONER BUCCERONI	PRESENT
COMMISSIONER FONTANEZ	EXCUSED
COMMISSIONER MATTHEWS	PRESENT
COMMISSIONER KNAPP	PRESENT
VICE CHAIR PICCOLO	PRESENT
COMMISSIONER WASHINGTON	EXCUSED
BOARD CHAIR CARLAMERE	PRESENT

Also in attendance were: Roy E. Rogers-Executive Director, Debbie Calabrese-Operations Manager, and Amy Shotmeyer-Attorney.

PLEDGE OF ALLEGIANCE

MOTION TO TABLE MINUTES:

Due to the lack of a quorum, for those in attendance at the meetings, Commissioner Knapp made a motion to table the minutes from the September Meeting and also June's Regular and Executive Session Meetings until November. Commissioner Bucceroni seconded the motion. All Ayes.

PAYMENT OF BILLS

Board Chair Carlamere: Roy, I have a question for you. What were some of the duties that Kolton performed for us?

Executive Director Rogers: Painting. Painted at least two apartments, and that's about it. That's all he was given.

Board Chair Carlamere: Is he doing a good job?

Executive Director Rogers: Yes.

Board Chair Carlamere: Excellent. Did anyone have any questions on the bills?

Commissioner Piccolo: Just the three part timers, the ones we talked about last month, they're not subject to any benefits?

Executive Director Rogers: No they're not. There's only one part timer on there. The cleaners are in the audience, or one of them is in the audience right now and they're continuing to do a very good job. They've been on the payroll now with no benefits for at least two-months.

MOTION TO ACCEPT PAYMENT OF BILLS

Commissioner Piccolo made a motion to accept the payment of bills.

Commissioner Bucceroni seconded the motion. A roll call was taken:

COMMISSIONER BUCCERONI	YES
COMMISSIONER MATTEWS	YES
COMMISSIONER KNAPP	YES
COMMISSIONER PICCOLO	YES
BOARD CHAIR CARLAMERE	YES

EXECUTIVE DIRECTOR'S REPORT

Executive Director Rogers: I gave everyone, except one Commissioner, got a copy of my Executive Director's Report. It was sent out last Friday. I've got several items I need to discuss tonight, but two of them, the Boy Scouts and the stove in the kitchen will be deferred until our L.P. Meeting. We have prepared RFP's for next year for insurance coverage and solicitor, special counsel, auditor and fee accountant, and those, with the Board's permission will be going out tomorrow for advertisement.

Board Chair Carlamere: RFP, RFQ's for qualifications as well?

Executive Director Rogers: No, I was advised just to have RFP's. The only other announcement I have to make, unless anyone has any questions is the Resident Association will be hosting a Halloween Party on October 27th at 1:00pm.

Grandchildren, other relatives and friends are invited for trick-or-treating in the Community Room. In addition to candy treats, other refreshments will be served. While I've got the floor I'd like to thank Dottie for the cookies that she prepared for the Board Members.

Board Chair Carlamere: Thank you Dottie, very much.

All: Thank you Dottie.

Executive Director Rogers: I want the residents to know that like Cindy said we're very pleased that you show up. Yvonne put refreshments over here, so you're welcome to get up and get a drink any time you like.

Board Chair Carlamere: Roy with regard to your report, actually I had two questions. The solar consultants, who are the two consultants?

Executive Director Rogers: I'm sorry I don't have their names available. One is George somebody.

Debbie Calabrese: I don't know his last name, but his company is G-Crew.

Executive Director Rogers: The other didn't respond. I'm sorry, I can get that to you tomorrow.

Board Chair Carlamere: Where one of those gentlemen, remember we spoke about there's a person who's teaching?

Executive Director Rogers: That's the one that seems to be the primary, but for some reason he dropped off the edge of the earth in the last week and a half. We had daily contact with him and all of a sudden I can't reach him. I don't know what it is. I've tried to reach him by phone and email.

Board Chair Carlamere: So there are only two, but then actually one, and now it's zero.

Executive Director Rogers: Right now as I sit here, yes zero. The problem we have with that is we don't want to wind up hiring somebody that's in conflict with anyone that worked with any of the past solar suppliers. So I've been kind of treading lightly. We also had one of those, of the two, did work or is associated with one of our former Board Members and I didn't want to pursue that very aggressively. The one that was teaching for Camden County College appears very well qualified and I'm very impressed with him and I'd like to really pursue that one.

Board Chair Carlamere: I had one more question, Mayor Wallace and Bob Smith, the BA for Washington Twp. were here. Why were they here, did they just take a tour of the building?

Executive Director Rogers: As I understand it they do not have any affordable housing in Washington Twp. They were here just to see what our building looked like. I think they heard about it through Mike Martin, our former Commissioner, and I got a call they wanted to come in on Monday morning. I think it was October 1st I gave them like a half-hour tour and Mr. Smith had to get to another meeting and I haven't heard anything.

Board Chair Carlamere: I'm assuming they were impressed with our building.

Executive Director Rogers: They were impressed with the building.

Board Chair Carlamere: Very good. Okay and then with regard to the Boy Scouts, they're doing...

Executive Director Rogers: Yes I need to discuss that. I think that's a Senior Campus one.

Amy Shotmeyer: I'm Amy Shotmeyer for those of you who don't know me. I work with Frank Borin from the DeCotiis Law Firm. I have one item on the Solicitor's Report. I just wanted to give you an update on the Costa & Rihl contract. They're the provider of the HVAC maintenance services and as the Board knows the Housing Authority received a letter from Ballard Spahr back on August 10th advising that Costa & Rihl was ceasing operations and also informing them that they should remit any and all outstanding amounts directly to Sovereign Bank. We sent a letter last month to Costa & Rihl and also to their attorney advising them that unless we heard otherwise from them that the Housing Authority intends to remit those outstanding amounts. We did not hear anything from Costa & Rihl so we advised the Executive Director yesterday via email to remit those outstanding payments and also we recommended an alternative HVAC provider be selected. So that's open for the Board to discuss, I just wanted to give you a quick overview pursuant to the local public contracts law for contracts over twenty-six-thousand-dollars, which this is not, that would have to go out for bid. For contracts between thirty-nine-hundred-dollars and twenty-six-thousand-dollars you have to get two competitive quotes. And for contracts below thirty-nine-hundred-dollars, they can just be awarded. I don't know how much the amount would be, but if it is over thirty-nine-

hundred-dollars you would have to get two quotes. But if it's under we would still recommend getting two competitive quotes.

Executive Director Rogers: We, in that regard, we've already gotten three quotes in anticipation of this plus one of our Board Members may be referring us to another supplier. Yesterday one of our residents referred us to a relative that's in the business. So it looks like we could end up having a minimum of four quotes. And unless an emergency comes up we would just wait until the next Board Meeting to present those.

Board Chair Carlamere: Do you have any specs as to what we're looking for? I didn't get them. Well, when you get a chance, because I won't be in the office tomorrow.

Yvonne Schultes: Do you want me to print it out real quickly?

Board Chair Carlamere: That would be great.

Executive Director Rogers: Yes, but I think I added to it. I'll get it to you Friday.

Board Chair Carlamere: Great. Thank you very much.

Amy Shotmeyer: And there are two items which we'll be discussing in Executive Session and that's the, number one the ongoing Franklin Square litigation and number two contract negotiations and matters of attorney-client privilege in connection with the Executive Director's Contract.

OLD BUSINESS

None

NEW BUSINESS

Commissioner Knapp: Unfortunately, sooner or later this day had to come. I've submitted my letter of resignation to the Governor and to DCA.

Board Chair Carlamere: Oh, I'm sorry to hear that.

Commissioner Knapp: Unfortunately because of my job commitment, I'm having to work on Wednesday nights.

Board Chair Carlamere: When did you first come on? You've been on the Board with us for...

Commissioner Knapp: I've been here sixteen-years.

Board Chair Carlamere: That's a long time. That's a very long time. I will tell you I'm a little bit at a loss for words because I'm assuming this is effective immediately?

Commissioner Knapp: November 1st. And truthfully the only reason why I'm here tonight is because I had jury duty today.

Board Chair Carlamere: Well I have to say that business comes before pleasure and this is something pleasurable to do, but I will tell you, and I can only speak for myself, you'll be missed. You will be missed on the Board. You were here before I was and I will tell you that you've brought a lot to the Board.

Commissioner Knapp: I'm going to miss it, but unfortunately right now with the job situation and such, it's something that you know, I've never slacked and always committed one-hundred-percent and I can't do that. I don't think it's fair to the residents of the building, I don't think it's fair to the residents of Gloucester Township or is it fair to the Board.

Board Chair Carlamere: Well Commissioner you will be missed.

Commissioner Knapp: Thank you.

Commissioner Bucceroni: Art it was a pleasure. Make sure we talk afterwards.

Commissioner Knapp: Thanks Chuck

Commissioner Piccolo: Agreed.

Board Chair Carlamere: I guess we don't have to officially accept it, it's just the fact that it's been tendered.

Executive Director Rogers: It's addressed to the Governor so...

Commissioner Knapp: Yeah my appointment is through the governor's office. I sent a letter to the Governor and to the Director of the Department of Community Affairs.

Board Chair Carlamere: Again I'm sorry to hear that.

Executive Director Rogers: I'd just like to say that I recall the first time I met Mr. Knapp and I was appointed Executive Director and he gets me off to the side and says 'there's something wrong with the finances here, and he had audit reports and he said "I'd like to have you find the money"'. And with the help of others we found the money. That's really what got us to build Senior Campus I. If we hadn't of had those resources we probably couldn't have done it. But the money was owed to the Housing Authority and we got it.

Board Chair Carlamere: I remember that. That was back in, that was in the very beginning.

Debbie Calabrese: I remember, that is when I first started, ten-years ago. Almost ten.

Board Chair Carlamere: Well again I am sorry to hear you say you're resigning.

Debbie Calabrese: We'll miss you.

Commissioner Knapp: I'll be around, but unfortunately not in this capacity.

Board Chair Carlamere: Unfortunately having to take care of your family has to come first, which is not unfortunate but that's just...Did anyone have anything under old business? New business and RFP's Roy?

Executive Director Rogers: I think I announced that already.

COMMITTEE REPORTS

Board Chair Carlamere: I'd like to ask the Finance Committee to meet with you Roy with regard to discussing the continued viability of Senior Campus I and you know how things are running and rental situations and things like that. So we'll as that the Finance Committee convenes with you when we get through.

Executive Director Rogers: Sure.

Board Chair Carlamere: So I guess maybe in the next couple of weeks when you get a chance.

Executive Director Rogers: Sure.

PUBLIC PORTION

Board Chair Carlamere: Seeing as there is no one wishing to speak, we'll move on to Executive Session.

Amy Shotmeyer: And I believe Madam Chairwoman at this time it would be appropriate to introduce a Motion to Move into Executive Session to specifically discuss two things. Number one as I mentioned before, the pending Franklin Square Litigation, and number two would be matters of attorney-client privilege in connection with the Executive Director's Contract.

Board Chair Carlamere: Okay. And do you have any idea about how long we might be in Executive Session?

Amy Shotmeyer: I really don't.

Executive Director Rogers: I have a couple of announcements for the residents for the L.P. Meeting.

Board Chair Carlamere: Folks you're welcome to wait. I don't expect to be in Executive Session too, too long. We'll try to make it as concise as possible. So you're welcome to wait.

Amy Shotmeyer: We will be keeping minutes of the Executive Session. They will be made publicly available after the reasons for confidentiality are no longer there.

MOTION TO ENTER EXECUTIVE SESSION

Commissioner Knapp made a motion to enter into Executive Session at 7:25pm.

Commissioner Bucceroni seconded the motion. All Ayes

Executive Session was exited at 7:47pm,

CHAIRPERSON'S REPORT

Board Chair Carlamere: Just a couple of items. First I'd like to say how beautiful the room looks. I like all the decorations and the Commissioners were commenting on it. The cookies Dottie, thank you so much they are delicious and they look delicious and again it's so nice to see everyone come out. So thank you very much and thank you for coming to the meetings.

ADJOURNMENT

Commissioner Bucceroni made a Motion to Adjourn. Commissioner Piccolo seconded the motion. All in favor.

RESPECTFULLY SUBMITTED

Debra A. Calabrese

Debra A. Calabrese, Operations Manager
Gloucester Township Housing Authority